



**US Army Corps  
of Engineers**

Transatlantic Programs Center

# Base Access Requirement CAC - Common Access Card

# Base Access by Contractor Employees

- Contractor needs to Identify Employees that are Working on Individual Contract Task Orders
- Contractor will have to Identify what Military Bases their Employees will Require Base Access.
- Contractor will need to have Employees that require Base Access get an AKO Account
- Before Contractor Employees can get a CAC, they will need to get a Letter of Authorization (LOA).

# AKO Account

- AKO Account
  - ❖ Requires the submittal of a request for an AKO Account
  
- Contractor Verification System
  - ❖ Request requires following Information
    - First, Middle and Last Name
    - Date of Birth
    - Social Security Number or Foreign ID Number
    - AKO Email Address
    - Contract Number
  - ❖ Upon receipt of above information an Account Application will be created in CVS - Contractor Verification System.

# Contractor Verification System - CVS

- Required Sponsor Information for CVS Application
  - ❖ TA: C. Robyn Ratchford
  - ❖ Organization: Army
  - ❖ Telephone: 5406653676
  - ❖ Office Name: USACE-TAC
  - ❖ Street Address: P.O. Box 2250
  - ❖ City: Winchester
  - ❖ State: Virginia
  - ❖ Zip Code 22604
  - ❖ Last Four Zip Code: 1450
  - ❖ Country: US

# Letter of Authorization - LOA

## ➤ Required Information

- ❖ Countries to be Visited:
- ❖ Name (First, Middle and Last):
- ❖ Home Address:
- ❖ Next of Kin:
- ❖ Job Title:
- ❖ Level of Clearance: N/A
- ❖ Issuing Agency: U.S. Army Corps of Engineers
- ❖ Social Security Number:

# Letter of Authorization – LOA (Cont)

## ➤ Required Information (Cont)

- ❖ Date of Birth:
- ❖ Place of Birth:
- ❖ Purpose:
- ❖ Initial Period:
- ❖ Passport Number/ Expiration Date:
- ❖ Company Billing Address

## Additional Information

- Sponsor name for AKO account is constance.robyn.ratchford
  - ❖ Phone number (540) 665-3676
- CVS Site
  - ❖ <https://www.dmdc.osd.mil/appj/cvs/login>
- Rapids Site Locator:
  - ❖ <http://www.dmdc.osd.mil/rsl/owa/home>
- AKO
  - ❖ <https://www.us.army.mil>